

**COLORADO**

State Archives

DEPARTMENT OF PERSONNEL & ADMINISTRATION**STATE ARCHIVES AND PUBLIC RECORDS****RECORDS DISPOSITION SCHEDULE**

ARCHIVES#

16-33

DEPARTMENT Revenue	DIVISION Colorado Lottery	SECTION Colorado Lottery	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	1099 Information	Retained by State Controller's Office for four years from issuance. Electronic tape of original and corrected 1099 information submitted to the federal government	#1, 7-F, 3
2	2nd Chance Promotional Drawings Documentation	Retained by State Controller's Office for five years	#1, 7-D, 6
3	Admin Investigative Records	No longer than 5 years after obsolete or no longer relevant	#2, 100.080, I, 1
4	Advertising Meeting Reports(Cactus) -Production Estimates	2 years	#2, 40.290, C
5	Audits - Cyber Audits - IV & V File - SAS 70/SSAE16 - Revenue/Expense backup/history - Fiscal Note backup/history	Permanent	#2, 30.040, A
6	Audits Files and Reports - Performance Audit	Record Copy: Permanent	#1, 1-23
7	Backup Tape Transfer Logs	Record Copy: Retain by agency for 2 years and then destroy	#1, 5-5
8	Bank Records - Statements/Reconciliations - Debit/Credit Memos - OTC Rec's	Retained by Department of Treasury/state agency/institution for three years	#1, 7-D, 1
9	Bonus Audits	3 years after completion of audit	#2, 30.040, B

NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature 	Date 11/30/2015	Records Liaison Officer's Signature 	Date 11.20.15
Attorney General's Signature 	Date 12/8/15	State Auditor's Signature 	Date 1-7-16



DEPARTMENT Revenue		DIVISION Colorado Lottery	SECTION Colorado Lottery	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
10	Budget Materials	Retained by state agency/institution for three years	#1, 7-C, 3	
11	Case Files (Criminal)	Permanent	#2, 100.080, A, 1	
12	Cash Receipt Logs	Retained by state agency/institution for three years	#1, 7-N, 3	
13	Claims	Retained by State Controller's Office for five years	#1, 7-D, 6	
14	Commission Ex- Session Audio Recordings	6 months after approval of minutes	#2, 45.140, B	
15	Commission Handbook	2 years	#2, 40.100, B	
16	Commission Meeting - Agendas - Packets	Permanent	#2, 45.010	
17	Commission Meeting Minutes - Public Hearing Minutes	Permanent, provided that routine material submitted at meetings may be destroyed after 2 years as long as summary description is included in the minutes	#2, 45.090	
18	Commission Meeting Notices	2 years	#2, 45.110	
19	Commission Rules and Guidelines	Permanent	#2, 45.030	

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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
20	Contracts - Annuity/Assignments - Vendor - Lottery Procurements (copy)	Contracts signed by State Controller retained by the State Controller's Office for three years after the contract term ends and then sent to State Archives for an additional three years. Contracts signed by delegated state agencies/institutions retained by delegee for six years after the contract term ends	#1, 7-A, 3
21	Deposit Receipts/CR Documents	Retained by state agency/institution for three years. Retained by the Department of Treasury (deposit form only) for three years	#1, 7-D, 3
22	DOR Reports	2 years	#2, 40.290, C
23	EDW Records- Security	Record Copy: Retain by agency for 5 years and then destroy	#1, 5-6
24	Employee Background Files	10 years after retirement or separation, provided that records that are updated periodically may be destroyed when superseded and that medical records relating to hazardous material exposure are retained 30 years after separation	#2, 90.070
25	End-of-Day Balancing Documents	Duplicate Copy: Retain by agency for 1 year and then destroy	#1, 5-5
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ITEM NO.	RECORD TITLE		RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
26	Event Records - Promotion/Event Plans - Retailer/Special Event Files - Promotion/Premium Inventory		2 years after event concludes	#2, 40.110	
27	Financial Statements		7 years	#2, 30.050, B	
28	Fuel Pump Logs		Retain by Motor Pool for 3 years and then destroy. These may be electronic or manual formats	#1, 9-13	
29	Fuel Sales Tickets		Record Copy: Retain by State Fleet for 3 years and then destroy	#1, 9-3	
30	Game Files - Game Working Papers - Inventory/Validation - Cash 5 - Lotto - Mega Millions - Powerball - Scratch		3 years	#2, 30.150, C	
31	Game Rules & Guidelines		Permanent	#2, 40.310	
32	General Correspondence		Record Copy: Retain by agency for 1 year and then destroy	#1, 1-14	
33	Imprest Checks		Retained by State Controller's Office for five years	#1, 7-D, 6	
34	Incentive Reports - Incentive Plans - Incentive Achievements		Retain by agency for 1 year and then destroy	#1, 11-20	
35	Inventory Records - Fixed Assets - Annual Inventory - Depreciation		Retained by state agency/institution for three years	#1, 7-H, 2	
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36	Ledgers and Journals - Daily Balancing Reports - Vouchers & other entries to G/L - Sales Balancing - Account Reconciliations - RAISE Bonus - Sales Data	3 years	#2, 30.150, C	
37	Legal	Permanent	#2, 80.030, A	
38	Lottery Policies	Permanent	#2, 40.220, B	
39	Mail-In Claims Balance Sheet	Record Copy: Retain by agency for 2 years and then destroy	#1, 5-5	
40	Mailroom Logs -Delivery Service Receipts	Record Copy: Retain by agency for 3 years and then destroy	#1, 4-1	
41	Mailroom Maintenance Agreements	Record Copy: Retain by agency for 1 year after disposal of equipment and then destroy	#1, 5-3	
42	Management Reports	3 years	#2, 30.150, C	
43	Multi State Lottery	Permanent	#2, 45.050	
44	NCIC Renewals	30 days	#2, 100.080, M	
45	Operator Schedules	Record Copy: Retain until administrative need ends and then destroy	#1, 5-4	
46	Payment Vouchers - On Line Credits	Retained by state agency/institution for three years	#1, 7-F, 7	
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ITEM NO.	RECORD TITLE		RETENTION PERIOD		CITATIONS/SPECIAL INSTRUCTIONS		
47	Plans - COOP - Strategic		Record Copy: Permanent		#1, 16-2		
48	Pool Vehicle Maintenance Files		Duplicate Copy: Retain for 1 year and then destroy		#1, 9-9		
49	Pool Vehicle Trip Logs		Record Copy: Retain by Motor Pool for 3 years and then destroy		#1, 9-10		
50	Product Advertising Campaigns		Permanent		#2, 40.260		
51	Projects - Specifications - Vendor Correspondence (GTECH)		6 years after replacement of information system or communication infrastructure; except prior to destruction, evaluation for continuing legal, administrative or historical value		#2, 55.060		
52	Reconstruction Request		Record Copy: Retain by agency for 3 months or until administrative need ends and then destroy		#1, 1-32		
53	Records & Ticket Destruction		Record Copy: Permanent		#1, 1-29		
54	Retailer Billing Files		Retained by state agency/institution for three years after receivable is paid in full		#1, 7-N, 1		

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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS	
55	Retailer Compliance Reports	Record Copy: Retain by agency for 3 months or until administrative need ends and then destroy	#1, 1-32	
56	Retailer Licensing Files	2 years after expiration, revocation, denial, or termination of licensed activity	#2, 75.020, C	
57	Security Logs and Records	Record Copy: Retain by agency for 3 years and then destroy	#1, 16-13	
58	Starburst Award Applications	Permanent, Retain for 7 years then transfer to State Archives	#1, 15-7	
59	Studies, Plans and Reports <ul style="list-style-type: none">- Projected new/existing game stats- Marketing plans- Marketing research	Permanent	#2.40.330	
60	Test Scripts	Delete or destroy when no longer administratively useful	#2, 55.020, G	
61	Ticket Shipping Receipts	Record Copy: Retain by agency for 3 years and then destroy	#1, 4-1	
62	Timekeeping Records	5 years	#2, 90.140, I	
63	Trade Association Membership	Permanent	#2, 45.010	
64	Trademark Request & Renewals	Permanent	#2, 40.150	
65	Vehicle Registration Certificates	Record Copy: Retain by Motor Pool Office until vehicle is sold and then transfer to buyer	#1, 9-11	

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ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS		
66	Vehicle Repair Work Orders	Record Copy: Retain by Motor Pool Office for the life of the vehicle and then destroy	#1, 9-12		
67	Vehicle Scheduling Logs and Reports	Retain by Motor Pool for 3 years and then destroy. These may be electronic or manual formats	#1, 9-14		
68	Vendor Background Files	Retain by agency until superseded or obsolete and then destroy	#1, 16-11		
69	Voided Warrants	Retained by the State Controller's Office for five years	#1, 7-D, 8		
70	Web Status Reports	2 years	#2, 55.080, A		
71	Website Development <ul style="list-style-type: none">- Website Billing- Development Project- Map- Plans- Promotions- Security	10 years for superseded pages and 2 years for informational only pages	#2, 55.080, B, 1		

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